

Fiscal Agents

Government money is the citizens' money and is subject to public scrutiny.

You will need someone to handle and account for money raised as well as the funds the City allocates or reimburses to your project. We call the person or organization who handles the financial side of the project a "fiscal agent".

For small projects, someone in your group may act as the fiscal agent. For larger projects, you may want to arrange for a nonprofit organization or business to act as the fiscal agent. Your fiscal agent may either charge the project for the service or donate time as an in-kind match. Be sure to include these costs as part of the project costs.

Here are some questions you might ask when deciding on a fiscal agent:

- How complex is the project? Are the person's/organizations skills and experience suitable for the project's complexity?
- Does the fiscal agent have software to track revenues and expenditures?
- Do they have a tax identification number?
- If they are non-profit, what are the results of their last audit?
- How often do they write checks? Will this meet your project schedule needs?
- What kind of financial reports will they provide you to help with project management?